



**CITY OF PEORIA
HUMAN RESOURCES COMMISSION**

Friday, February 18, 2011
8:30 a.m.

**456 Fulton Street – Room 402
Peoria, IL**

- AGENDA -

CALL TO ORDER

ROLL CALL

MINUTES – Approval:

- Regularly Scheduled Meeting Minutes for November 19, 2010

OLD BUSINESS

NONE

NEW BUSINESS

- A. Presentation of HRC Purpose, Policies and Procedures
- B. Review of 2010 Public Service and ESG End of Year Reports
- C. Discussion of Agency Site Visits in YR2011
- D. Citizen Comments

ADJOURNMENT

Please call Leslie McKnight, at 494-8651 or email lmcknight@ci.peoria.il.us for additional information.

**: OF THE CITY OF PEORIA, ILLINOIS:
HUMAN RESOURCES COMMISSION**

CALL TO ORDER

A regular meeting of the Human Resources Commission was held in the Twin Towers Building, PGM Department, 456 Fulton St., Suite 402, Peoria, Illinois, on November 19, 2010, at 8:30 a.m. Chairperson Simkins called the meeting to order @ 8:34 a.m.

ROLL CALL

Roll call showed the following Commissioners were present: Katherine Coyle, Jay McCormick, Judy Oakford, Nancy Rakoff, Jim Simkins, and Estella Vallejo; Absent: Jim Hancock, Shirley Jones, and Chet Tomczyk.

Staff Present: Leslie McKnight and Linda Belcher.

Others present:

Janice Parker, CIDMCE, Janice@cidmce.org

The Commission reviewed the minutes from October 15, 2010, meeting and the November 12, 2010, Special Clarification meeting.

A motion was made by Commissioner Coyle to approve the minutes of the October 15, 2010, meeting and the November 12, 2010, Special Clarification meeting; Seconded by Commissioner Oakford; Approved by viva voce vote.

OLD BUSINESS

None

NEW BUSINESS

A. Ranking and Funding Recommendation of the 2011 Emergency Grant Applications

Commissioners had submitted written Conflict of Interest forms and stated conflicts of interest at the HRC meeting held on November 12, 2010, as follows:

Commissioner Katherine Coyle – None
Commissioner Jim Hancock - None
Commissioner Jay McCormick - None
Commissioner Judy Oakford - None
Commissioner Chet Tomczyk - None
Chairperson Jim Simkins - None
Commissioner Nancy Rakoff – None
Commissioner Estella Vallejo – None
Commissioner Shirley Jones - None

Ms. McKnight gave a brief overview of the process used in the evaluation, rankings, scoring, and funding recommendations. She indicated that once the Commissioners turned in their evaluation forms, she put together a master spreadsheet of Commissioners' scores and tallies and gave an average of the scores. These were put into the worksheet, which was displayed on the wall. Ms. McKnight stated that the final recommendation would go to the City Council. It is the City Council's option to approve the HRC recommendation or change any part of that recommendation. Chairperson Simkins attends the City Council meeting and answers any questions the City Council has, since it is a Commission and not a Staff recommendation.

Ms. McKnight commended all of the Commissioners for their work throughout the CDBG and ESG process.

The worksheet showed the ranking of the activities from the highest to the lowest average scores. She indicated that the City would again be asking for the 5% Admin for Staff salary. She indicated that all caps had been met with the exception of the 10% Staff Operations. The YWCA was the only agency requesting funding for staff operations. Ms. McKnight will inform the YWCA that they cannot exceed \$8,400 between the two programs for admin.

Ms. McKnight stated that when the HEARTH Act is released, those regulations would apply to the 2011 allocations if released before the City receives their 2011 ESG allocation from HUD. The HRC could then decide to proceed with the awarded activities, make modifications of grant awards, or the Commission could decide to start the process over.

Chairperson Simkins asked if Commissioners had any suggestions regarding funding of the ESG grants. Commissioner McCormick indicated that there appeared to be a natural break in the rankings after the first seven agencies, with a significant drop to the other agencies. Commissioners agreed this would be a good breaking point.

Chairperson Simkins stated that applicants #8, 9, and 10 on the worksheet were all new applications, and two were not associated with the Homeless Coalition, which may have affected scores by Commissioners.

Ms. McKnight indicated that the total amount for #8, 9, and 10 was \$2,563.

Commissioner McCormick made a motion to recommend allocating funds to the top 7 ranked activities and recommended distribution of the funds from the bottom three activities be divided among the top seven; Seconded by Commissioner Coyle; Approved by viva voce vote.

Commissioner Rakoff made a motion recommending dividing the funds from the bottom 3 activities by allocating \$1,000 to Center for Prevention of Abuse, as the highest ranking application, and dividing the remaining funds in the amount of \$1,563 equally between the next 3 activities. Salvation Army Family Shelter, YWCA Y-House, and Salvation Army Safety Net would receive \$521.00 each, with the remaining \$125 that was not allocated be given to the 5th ranked activity, Peoria Friendship House, and deducting \$2.00 from 5th ranked activity, Peoria Friendship House; Seconded by Commissioner Vallejo; Approved by viva voce vote. (Attached is the Final HRC 2011 ESG Recommendations.)

Ms. McKnight indicated that the ESG allocations would go to City Council at a later date, to be scheduled.

B. Other Business

The HRC recommendation for CDBG Public Service Grants will go to City Council on Tuesday, November 23, 2010. Commissioner Simkins will attend that meeting to answer questions for City Council.

Following a brief discussion regarding a possible Orientation Session for new Commissioners, Chairperson Simkins said he would be happy to participate in that, and Ms. McKnight indicated that she would like to schedule that orientation for some time in December. Commissioner Rakoff said it would be helpful regarding the protocol as to whether Commissioners could consult with each other behind the scenes. Chairperson Simkins indicated that no more than 2 Commissioners can meet to discuss HRC business.

In prior years the HRC held another meeting after the Clarification meeting and the HRC was able to discuss applications among themselves and some Commissioners would make visits to agencies and would share their knowledge. Commissioners agreed that this would be helpful before the final recommendation meeting. Ms. McKnight indicated that this would be a good direction to go for next year.

Commissioner McCormick suggested that the December meeting of the HRC be cancelled as long as the CDBG allocations are approved by City Council on Tuesday, November, 23, 2010. Chairperson Simkins agreed and stated that after December, he would like to continue to meet on a monthly basis to have discussions

C. Citizen Comments

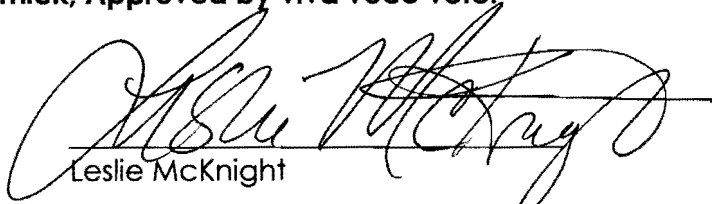
Janice Parker, CIDMCE, said that she attended to receive feedback from Commissioners. She indicated that this is the third year for their application with no award. She asked whether their application was not approved due to the

service they provide or the application content, and indicated that she would like some feedback. She also asked if the ESG process would start over when the HEARTH Act regulations are received. Ms. McKnight indicated that when the regulations are released, she would present the HEARTH Act regulations to the HRC and they would re-evaluate the recommended agency activities to see if they met the regulations. The HRC would have a discussion at that time regarding what the next steps would be. The HEARTH Act regulations will shape what the qualifications will be.

Ms. Parker asked if weighting was given for members of the Homeless Coalition. The Commissioners response was that participation in the Continuum of Care was an evaluation criteria. Commissioner Coyle indicated that, in looking at her own notes during her evaluation, she thought that the CIDMCE application needed more budget detail. \$1,000 was for each client. Where did the rest of the money go? She also noted there was no collaboration.

ADJOURNMENT

**A motion was made by Commissioner Vallejo to adjourn the meeting at 9:25 a.m.;
Seconded by Commissioner McCormick; Approved by viva voce vote.**


Leslie McKnight
Community Development Manager